

## School and College Visits - Terms and Conditions

1. All educational visits must be booked and confirmed in advance directly with the National Self Build and Renovation Centre.
2. All educational bookings are deemed confirmed by the Centre once the booking confirmation email has been signed by the educational establishment. The booking confirmation will include costs for you visit, student and lecturer numbers and terms and conditions.
3. Your invoice will be sent out post visit and will include all the payment details.
4. The recommended maximum group size for any visit is 20 pupils with the ratio of 1 to 10, lecturers to students.
5. All students must be accompanied by an adult at all times within the Centre. Any students seen to be left unattended will be asked to report back to their Group Lead and could result in the establishment being asked to depart.
6. Schools must adhere at all times to the Risk Assessment.
7. The Centre is happy for you to take photographs but these must be used for educational purposes only and not published on any third party websites.
8. For late arrival of booked tours, post 1 hour, will be subject to automatic cancellation. It is the responsibility of the Group Lead to ensure that groups arrive on time and should make the Centre aware of any delays in their journey, this must be done so via a telephone call.
9. Educational activities at the National Self Build and Renovation Centre are exclusive of VAT.
10. In the exceptional circumstance that the National Self Build and Renovation Centre is unable to deliver your booked tour on the day of your visit e.g. because of staff illness, you will not be charged for this. Any other unforeseen circumstances that could affect the National Self Build and Renovation Centre's ability to deliver your booked tour on the day of your visit will be dealt with on an individual basis.
11. Items are brought to the Centre at your own risk. We accept no liability for any items lost or stolen during your educational visit.
12. Upon arrival all Group Leaders should enter into the Centre first, prior to the students to receive a health and safety debrief. It is the responsibility of the Group Lead to reiterate this back to the students prior to their entrance.
13. For any booked tours we require the Group Lead to provide an overview of the subjects being taught to ensure the tour suits subject learnt.
14. Exhibits within the Centre are live and are subject to rough or uneven edges. Any damage, breakages or missing items may result in charges, liable to the educational establishment.